

United States Department of Agriculture



Natural Resources Conservation Service
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“Transmitted via Email”

September 12, 2005

MINNESOTA BULLETIN NO. 250-5-17

SUBJECT: FNM – END OF FISCAL YEAR PROCEDURES

Purpose. To provide year-end closing information.

Expiration Date. October 30, 2005.

We have received our year-end closing information and will need your assistance in meeting cutoff dates for purchases, clearing PCMS transactions, entering travel vouchers and submitting your unpaid obligations as accurately as possible.

PCMS – The LAST DAY to purchase items or services using your Government Purchase Card is Friday, September 16. ALL FY 05 purchases must be reconciled in PCMS no later than Friday, September 23 prior to the final system interface. PCMS will not interface again until after October 3. This does not include items previously approved for purchase by the State Conservationist. However, any additional items (supplies, equipment, repairs, emergency requirements, etc.) must be coordinated through FNM prior to using the card. Inform Bryan Welp, Budget Officer, via email no later than COB on September 23 of any purchases made by credit card that have not cleared through PCMS including vendor name, budget object class and dollar amount.

Travel Vouchers – The last day to transmit travel vouchers to NFC is by noon CDT September 23. Any vouchers not submitted by September 23 must be held until October 3. Therefore, inform Bryan via email no later than COB on September 23 of any outstanding vouchers including the traveler’s name and estimated costs.

Miscellaneous – Although emergency purchases, repairs or travel authorizations are anticipated, please hold them to a minimum and inform Bryan of them via email no later than COB on September 23.

WILLIAM HUNT
State Conservationist

DIST: AE